



Gold

Commonwealth of Kentucky
Employability Certificate



has achieved a WorkKeys®
score of level five or higher in:



Applied Mathematics Locating Information Reading for Information

Official state seal
should be applied here
to validate certificate.

Ernie Fletcher, Governor
Commonwealth of Kentucky

Laura E. Owens, Commissioner
Department for Workforce Investment



Employability Certificate

WorkKeys® is a national workforce development system that permits a direct comparison of the skills and levels of skills needed to perform a job with the skills and levels of skills an individual currently possesses. This certificate reports an individual's Applied Mathematics, Locating Information, and Reading for Information levels of skills in relation to the level of these skills needed in 80% of the jobs and occupations contained in® ACT's WorkKeys database. The ACT job profile database now contains thousands of job profiles. This certificate is only awarded to individuals who meet the performance criterion for Level 5 across all three skill areas. Individuals who perform at a Level 5 have the following skill proficiencies:

APPLIED MATHEMATICS

Scale range Levels 3-7

Skills for Level 5

- Perform one or two mathematical operations, such as addition, subtraction, or multiplication on several positive or negative numbers
- Add commonly known fractions, decimals, or percentages (e.g., $\frac{1}{2}$, .75, 25%), and three fractions that share a common denominator
- Calculate averages, simple ratios, proportions, and rates, using whole numbers and decimals
- Perform single-step conversions within and between English and non-English systems of measurement
- Calculate perimeters and areas of basic shapes
- Calculate percentage discounts and markups
- Compute the "best deal" using one- and two-step calculations and then comparing costs

LOCATING INFORMATION

Scale range Levels 3-6

Skills for Level 5

- Summarize and/or compare information and trends in a single graphic
- Summarize and/or compare information and trends of more than one workplace graphic, such as a charge slip and an invoice showing related information; in order to accomplish this, the examinee must determine the relationship among the graphics
- Summarize and/or compare information and trends in a single graphic
- Summarize and/or compare information and trends of more than one workplace graphic, such as a bar chart and a data table showing related information; in order to accomplish this, the examinee must sort through distracting information

READING FOR INFORMATION

Scale range Levels 3-7

Skills for Level 5

- Recognize the application of more complex instructions, some of which involve several steps, to described situations
- Recognize cause-effect relationships
- Identify the paraphrased definition of a technical term or jargon that is defined in the passage
- Recognize the application of technical terms or jargon to stated situations
- Recognize the definition of an acronym that is defined in the passage
- Identify the appropriate definition of a word with multiple meanings
- Recognize the application of instructions from the passage to new situations that are similar to those described in the reading materials
- Recognize the application of more complex instructions to described situations, including conditionals and procedures with multiple steps

This certificate of Workplace Skills Attainment is endorsed by the following organizations:

Associated Industries of Kentucky

Bluegrass Chapter of the Society for Human Resource Management

Kentucky Education Cabinet

Council on Postsecondary Education

Kentucky Adult Education

Kentucky Chamber of Commerce

Kentucky Community and Technical College System

Kentucky Industrial Development Council

Kentucky Society for Human Resource Management

Kentucky State District Council of Carpenters